

UPSHUR COUNTY COMMISSION MEETING

February 24, 2022

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, February 24, 2022 at 9:00 a.m. Kristie Tenney called the meeting to order. Present were: Kristie G. Tenney, Commission President; Terry B. Cutright, Commissioner; Samuel R. Nolte, Commissioner; Carol J. Smith, County Clerk; Carrie L. Wallace, County Administrator/DHSEM Director; Tabatha R. Perry, Assistant County Administrator/Assistant DHSEM Director and Lois A. Marsh, Secretary.

The meeting began with a moment of silent meditation and prayer, followed by the Pledge of Allegiance. All motions passed unanimously unless otherwise stated.

After discussion, motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the meeting minutes of February 17, 2022, as submitted.

Kristie Tenney reviewed scheduled appointments and agenda items.

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission took no action on Upshur County Safe Structures and Sites Enforcement Board Petition for Order filed December 16, 2021 – Case Number 070821-02 (Banks Tax District – Tax Map 4 – Parcel Number 2) owned by the Estate of David Miller and consider Order Adopting Enforcement Agency Findings. Tabatha Perry, Assistant County Administrator/Assistant DHSEM Director, stated that she had spoken with Gloria Post, a paralegal for Davis Funeral Home (Executor of David Miller’s estate), who stated that Kevin Howard had purchased this property and planned to begin clean-up soon. Once the County Clerk receives the deed, the Commission will contact Mr. Howard to discuss the timeline for the clean-up. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the request from Tabatha R. Perry, Assistant County Administrator/Assistant DHSEM Director, for the appointment of Jeremiah McCourt, Upshur County Parks and Recreation Facilities Director, to the Mountaineer Trail Network Authority, effective immediately. Mr. McCourt will serve as the recreation industry representative for the remainder of the two-year term set to expire on June 30, 2022. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the request from Tabatha R. Perry, Assistant County Administrator/Assistant DHSEM Director, for the appointment of Jeremiah McCourt, Upshur County Parks and Recreation Facilities Director, as the County Commission representative on the Wes-Mon-Ty Resource Conservation and Development Board of Directors, effective immediately. Mr. McCourt’s term will expire on June 30, 2023. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the request from Sheriff Virgil D. Miller to transfer Brian McClain from part-time Court Security Officer to part-time Circuit Court Bailiff, effective February 27, 2022.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the advertisement for seasonal positions at the Upshur County Youth Camp. Positions include kitchen personnel, cleaning personnel, grounds keeping and/or lifeguards. Applications must be received before the close of business on March 18, 2022. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the Revised part-time DHSEM Director Job Description. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the advertisement for a part-time DHSEM Director. Applications must be received by 4:00 p.m. on Friday, March 4, 2022. (copy included)

Kristie Tenney reviewed the following “For Your Information” items: (copy included)

1. Statewide Transportation Improvement Program (STIP) FFY 2020-2025 Program Amendment #8.
2. Correspondence from the Office of the State Fire Marshall announcing the approval of boundary changes that were requested by Buckhannon, Ellamore, Warren District and Washington District fire departments within Upshur County. Carrie Wallace, County Administrator/DHSEM Director, explained that Doyle Cutright, Upshur County Emergency Communication Center Director, would now send a letter to fire chiefs of Buckhannon, Ellamore, Warren District and Washington District requesting their first, second and third due departments within their new boundaries.
3. Correspondence from Craig Presar, WVU Extension Agent, Upshur County Program Coordinator, inviting county stakeholders to a strategic planning session on Wednesday, March 9, 2022.

4. Upshur County Mileage Reports – January, 2022

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- Addressing and Mapping
 - Community Corrections
 - Dog Pound
 - Emergency Management
 - Maintenance
 - Sheriff
 - Upshur 911
5. Public Notices:
- a) Newsletters and/or Event Notifications: (none)
- b) Agendas and/or Notice of Meetings:
- Upshur County Youth Camp Board October 21, 2021
 - Upshur County Enhanced Emergency Telephone Advisory Board February 22, 2022
- Meeting Minutes:
- Upshur County Youth Camp Board October 21, 2021
 - Upshur County Fire Board Special Meeting January 25, 2022
- c) Meetings:
- 02/03/22-3:00 p.m.-Adrian PSD
 - 02/03/22-6:00 p.m.-Buckhannon-Upshur Board of Health
 - 02/03/22-7:00 p.m.-Banks District VFD
 - 02/03/22-7:00 p.m.-City Council of Buckhannon
 - 02/03/22-7:00 p.m.-Selbyville VFD
 - 02/07/22-6:00 p.m.-Lewis-Upshur Community Corrections Board-Upshur County
 - 02/08/22-7:00 a.m.-Upshur County Development Authority – Executive Board
 - 02/08/22-12:00 p.m.-Upshur County Senior Center Board
 - 02/08/22-4:00 p.m.-Hodgesville PSD
 - 02/08/22-5:00 p.m.-Elkins Road PSD
 - 02/08/22-7:00 p.m.-Warren District VFD
 - 02/08/22-7:30 p.m.-Adrian VFD
 - 02/09/22-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
 - 02/09/22-3:00 p.m.-Upshur County Conventions & Visitors Bureau
 - 02/09/22-3:00 p.m.-Tennerton PSD
 - 02/09/22-6:00 p.m.-Buckhannon River Watershed Association – Farm Bureau
 - 02/09/22-7:00 p.m.-Ellamore VFD
 - 02/10/22-3:00 p.m.-Upshur County Safe Structures & Sites Enforcement Board
 - 02/10/22-7:30 p.m.-Buckhannon VFD
 - 02/13/22-6:00 p.m.-Washington District VFD
 - 02/14/22-12:00 p.m.-Upshur County Family Resource Network
 - 02/14/22-4:00 p.m.-Buckhannon Upshur Airport Authority
 - 02/14/22-4:30 p.m.-Upshur County Solid Waste Authority
 - 02/14/22-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
 - 02/15/22-6:30 p.m.-Upshur County Fire Board, Inc.
 - 02/16/22-4:00 p.m.-Upshur County Public Library Board
 - 02/17/22-6:00 p.m.-Upshur County Farmland Protection Board
 - 02/17/22-6:30 p.m.-Upshur County Youth Camp Board
 - 02/18/22-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
 - 02/22/22-3:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
 - 02/23/22-7:00 p.m.-Upshur County Fire Fighters Association
 - 02/28/22-10:00 a.m.-Mountain Cap of WV, Inc.
 - 03/16/22-12:00 p.m.-Lewis-Upshur LEPC – Lewis County
6. Appointments Needed or Upcoming:
- Mountaineer Trail Network Authority (6/30/2022) – Industry representative
 - Wes-Mon-Ty Resource Conservation & Dev. Board (7/01/2021-6/30/2023) – County Commission
 - Buckhannon-Upshur Parks & Recreation Advisory Board (6/30/2023) – County Commission

****If you are interested in serving on an Upshur County Board, please submit your letter of interest to the Commission Office at 91 W. Main Street, Suite 101, Buckhannon, WV 26201 or*

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trperry@upshurcounty.org. Upcoming term expirations are listed in this section of the agenda; however, letters of interest can be submitted at any time. Letters of interest for boards that do not currently have a vacancy will be held until a vacancy occurs. Please note that submitting a letter of interest does not guarantee appointment.***

7. Budget Hearing Schedule

The Commission will hold budget hearings at the Upshur County Administrative Annex on the following dates. For a detailed list of meetings, please contact Carrie L. Wallace at clwallace@upshurcounty.org

- Monday, March 14th beginning at 9:00 a.m.
- Tuesday, March 15th beginning at 9:00 a.m.
- Wednesday, March 16th beginning at 9:00 a.m.
- Thursday, March 17th beginning at 1:00 p.m.
- Friday, March 18th beginning at 9:00 a.m.
- Monday, March 21st beginning at 1:00 p.m.

The Commission approved all Invoices for Payment (list included).

The Commission approved all Vacation Orders (list included)

The Commission approved the following Settlements: (none)

The Commission approved the following Certification of Completion of Ancillary Administration of WV Real Estate Without Appointment: (none)

The Commission approved the following Corrections, Exonerations and/or Refunds:

- Dean Laura - #500000224S - \$178.00 – Exoneration Order

The Commission approved Requests to Attend Meeting:

- Jeremiah McCourt – April 25 – April 26, 2022

The Commission approved the following Consolidation of Land Tracts: (none)

At 9:15 a.m., Laura Ward, Country Roads Transit, appeared before the Commission to present the FY21 Report and Request for Continued Financial Assistance in FY22. Ms. Ward stated that the Transit buses gave 4,831 rides in Upshur County in 2021. The bus service was never stopped completely due to Covid, but routes were rearranged. In 2021, Ms. Ward explained the need for service to Clarksburg United Hospital Center and the VA Medical Facility. Upon request to the State Public Service Commission for this extension of routes, approval was granted quickly and they provided a \$60,000 van to be used for this service. Buses to both locations run on Tuesday and Thursday. Ms. Ward requested continued funding plus an additional \$5,000 for 2022. Kristie Tenney said this request would be evaluated during the upcoming budget meetings.

Table Items:

1. Approval and signature of the revised Procedure to Dispatch Wrecker Services effective April 1, 2022. Those in attendance were: Sheriff Virgil Miller, Chief Deputy Mike Coffman, representatives of fire departments, EMS workers, and wrecker owners. Terry Cutright reviewed a recent report from the E911 Communications Center that raised questions regarding number of calls for each wrecker service. After much discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the following change: if a wrecker service is cancelled by no fault of their own, they will remain at the top of the rotation list and tabled the remaining items for 6 months to allow sufficient time for additional data discussed to be collection by the E911 Communications Center.

The Commission received project updates and reviewed Administrative business items.

With no further business, on motion by Terry Cutright, seconded by Sam Nolte, the Commission meeting adjourned at 11:30 a.m.